

STATE OF MAINE
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE SUPREME JUDICIAL COURT

The State of Maine Judicial Branch is accepting applications for legal clerkship positions with the Maine Supreme Judicial Court for the 2024-2025 term, which runs from August 19, 2024, through August 15, 2025.

The Maine Supreme Judicial Court is the State's highest court and its court of final appeal. It decides appeals on questions of law that arise in a wide variety of civil and criminal cases. The Court also has original jurisdiction in some matters and is the procedural rulemaking authority for all of the State's courts.

Law Clerk duties include, but are not limited to, the preparation of bench memoranda, legal research, and assistance with opinion drafting. Law Clerks work for the entire Court but are assigned to work in the chambers of the individual justice who appoints the Law Clerk. Clerkships are full-time positions, and Law Clerks often must work extensive hours. Law Clerks may not engage in other employment.

Qualified candidates have a degree in law or expect to obtain a degree in law by July of 2024. Selection criteria include academic performance and class standing, journal experience or other significant research or writing experience, faculty and employer recommendations, and work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$61,027.00 plus fringe benefits.

How to Apply: The application consists of the following documents:

- **Cover letter:** Justices currently have chambers in Portland, Augusta, and Bangor. Applicants must identify in their cover letters in which of these locations they are willing to accept a clerkship assignment. A single cover letter may be directed to the Court as a whole.
- **Résumé**
- **School-issued law school transcript** (official or unofficial, but not self-prepared)
- **Writing sample:** The writing sample should be no longer than 10 pages double-spaced. Although the sample may have been edited lightly upon review by others, the sample must represent the applicant's own work.
- **Three letters of recommendation:** Two from law school faculty and one stemming from summer 2023 work experience or other most recent work experience. The letters of recommendation should be addressed to the Court as a whole and may be emailed separately from the other application materials.

The above materials must be submitted in .pdf format to Laura Ryan, Executive Judicial Assistant, at the following email address: SupremeJudicialCourt.clerkship@courts.maine.gov. Applications must be received by August 4, 2023, at 4 p.m.

Preliminarily successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

En banc interviews will be conducted in mid-September 2023.

Applicants are also encouraged to complete the **Applicant Information Survey** that may be found at <http://www.courts.maine.gov/jobs/clerkships.html> and return it separately to the following email address: HR.Team@courts.maine.gov.

Inquiries may be directed to Laura Ryan at SupremeJudicialCourt.clerkship@courts.maine.gov.

The State of Maine Judicial Branch is an equal opportunity employer.